

**From:** (b) (6) (CIV)  
**To:** [DONFOIA-PA](#)  
**Subject:** 4th Qtr FOIA Report for Naval Support Activity Monterey and for The Naval Postgraduate School  
**Date:** Monday, September 30, 2013 18:48:01  
**Attachments:** [NSAM FOIA Quarterly Report for 4QFY13.pdf](#)  
[Naval Postgraduate School's FOIA Quarterly Report for 4QTR13.pdf](#)

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Hi Robin,

I am submitting two reports, 1) Naval Support Activity Monterey and 2) The Naval Postgraduate School.

It took me 5 minutes to complete each report, so \$3.67 for each report.

Very Respectfully,

(b) (6)  
Paralegal

Naval Postgraduate School  
Staff Judge Advocate, Code 006  
Bldg 273, Stone Road  
Monterey, CA 93943

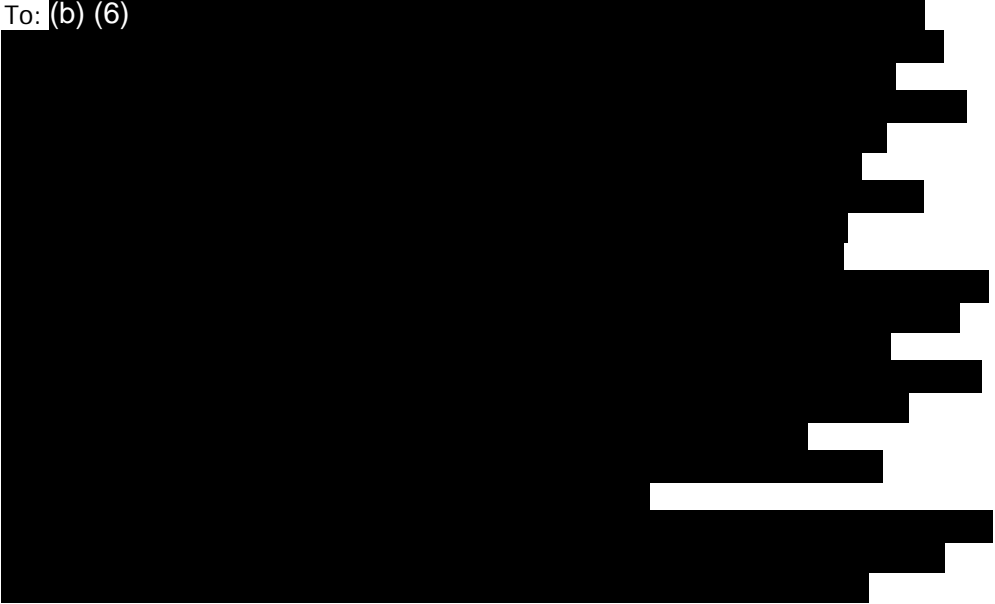
(b) (6) (DSN: 756)

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-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 [[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)] On  
Behalf Of DONFOIA-PA  
Sent: Wednesday, September 04, 2013 8:50 AM  
To: (b) (6)



(b) (6)

Cc: (b) (6)

Subject: Action Item Due October 4, 2013 - Quarterly FOIA Reporting (June 24 - Sept 30)

DON FOIA Community:

Please be advised that DOJ continues to require Quarterly FOIA reporting. The consolidated submission from each Echelon I/II is due to DNS-36 no later than COB Friday, October 4, 2013.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidated the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA@navy.mil mailbox or the FOIA Service Center at 202-685-0412.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report. Additionally, to account for the incomplete data submitted in the 3rd Quarter Report, include the week of June 24th in your 4th Quarter Report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,  
Robin Patterson  
Head, DON FOIA/PA Program Office (DNS-36)  
CNO Office of The Director, Navy Staff  
Organization and Management Division  
FOIA/PA Service Center 202 685-0412 DONFOIA-PA@NAVY.MIL  
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